

Office of Policy and Management JOB OPPORTUNITY Policy Development Coordinator Office of Finance

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Office of Policy and Management Employees

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No. 111449 (Please include this number in your cover letter and on your application)

Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. (40 hours per week)

Salary: \$90,282 - \$123,104 annual

Closing Date: Must be received in this office by close of business (5:00 p.m.) Tuesday, April 28, 2015

The Office of Policy and Management seeks to fill an anticipated Policy Development Coordinator vacancy in the Office of Finance.

Duties: The anticipated duties of this position include the following; coordinator of Statewide Organizational Effectiveness and Efficiency Efforts; Represent OPM Secretary on boards, commissions, and task forces; Represent OPM Secretary in regard to policy initiatives and projects; Ensure agency compliance with data tracking, reporting, and accountability regarding policy and performance outcomes working in coordination with the State's Chief Data Officer; Assist in development/implementation of OPM cost-benefit analysis guidance related to the State Contracting Standards Board statute.

Preferred Experience: The preferred candidate will have experience working with LeanCT, the Connecticut's statewide process improvement initiative.

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of public administration including policy development, coordination, cost benefit analysis and implementation; considerable knowledge of state, federal and municipal legislative processes; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze and evaluate policy and programs; ability to coordinate and implement policy development activities and prepare and present effective reports and presentations.

Eligibility Requirements:

General Experience: Six (6) years of experience with major responsibility for the review, analysis, coordination and administration of policies and programs in a large governmental, public affairs or business organization.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

2. A Master's degree in public administration or political science may be substituted for one (1) additional year of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (1) cover letter that describes your interest and suitability for the position; (2) resume; and (3) Application for Employment (form CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Do not include your social security number on the Application for Employment form. Your application will not be considered complete without these three (3) documents. Submit your application package to:

Office of Policy and Management – Human Resources
450 Capitol Avenue
MS# 55ADM
Hartford, CT 06106
Attn: Carolyn Kozak
FAX: (860) 706-5790 (preferred method)

Tel: 860-418-6324

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.